



EMPLOYMENT APPLICATION

Last Name	First	M.I.	Date
Street Address		Apartment/Unit #	
City	State	ZIP	
Phone	E-mail Address		
Date Available	Social Security No.	Desired Salary	
Position Applied for			
Are you a citizen of the United States? YES <input type="checkbox"/> NO <input type="checkbox"/> If no, are you authorized to work in the U.S.? YES <input type="checkbox"/> NO <input type="checkbox"/>			
Have you ever worked for this company? YES <input type="checkbox"/> NO <input type="checkbox"/> If so, when?			
Have you ever been convicted of a felony? YES <input type="checkbox"/> NO <input type="checkbox"/> If yes, explain			

EDUCATION				
High School		Address		
From	To	Did you graduate?	YES <input type="checkbox"/> NO <input type="checkbox"/>	Degree
College		Address		
From	To	Did you graduate?	YES <input type="checkbox"/> NO <input type="checkbox"/>	Degree
Other		Address		
From	To	Did you graduate?	YES <input type="checkbox"/> NO <input type="checkbox"/>	Degree

REFERENCES	
<i>Please list three professional references.</i>	
Full Name	Relationship
Company	Phone ()
Address	
Full Name	Relationship
Company	Phone ()
Address	
Full Name	Relationship
Company	Phone ()
Address	

PREVIOUS EMPLOYMENT			
Company		Phone ()	
Address		Supervisor	
Job Title	Starting Salary	\$	Ending Salary \$
Responsibilities			
From	To	Reason for Leaving	
May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>			
Company		Phone ()	
Address		Supervisor	
Job Title	Starting Salary	\$	Ending Salary \$
Responsibilities			
From	To	Reason for Leaving	
May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>			
Company		Phone ()	
Address		Supervisor	
Job Title	Starting Salary	\$	Ending Salary \$
Responsibilities			
From	To	Reason for Leaving	
May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>			

MILITARY SERVICE	
Branch	From To
Rank at Discharge	Type of Discharge
If other than honorable, explain	

DISCLAIMER AND SIGNATURE	
I certify that my answers are true and complete to the best of my knowledge.	
If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.	
Signature	Date

Hus Church Nursery Supervisor

Reports to Pastor/Head of Staff

Accountable to Christ, Students, Parents, Personnel Committee and the Session of Hus Church

Qualifications

Two years experience in providing child care in a church nursery or day care center setting is preferred. Background check will be required.

Major Areas of Responsibility

1. Serving as an ambassador for Christ by creating a caring Christian environment in the child care areas where children and parents feel welcomed.
2. Providing a safe, sanitary and inviting environment in the child care areas following the Department of Human Services guidelines and the guidelines from the Caregivers Guide and Administrative Manual of Bible Discovery Curriculum.
3. In coordination with the Deacons, establish rules for the children which will promote sharing, safety and appropriate behavior.
4. Providing child care on Sunday mornings. Being present in time to greet parents and children as they arrive and staying until all children have returned to their parents. Making a special effort to establish rapport with parents and children attending for the first time.
5. Finding a suitable replacement (from a list of congregation volunteers) in the event of illness or inability to be present with the assistance of the Deacons.
6. Being available for service during special programs such as Christmas services, etc.
7. Making sure the room(s) are left in a tidy and sanitary/clean condition with toys and other articles returned to their proper places.
8. Will make regular reports to supervisor. Will meet with the Personnel Committee yearly.

HOURS: Sundays, 9 AM – Noon; if no children are present 9 AM – 10 AM.

DISCLAIMER AND SIGNATURE	
I have read and understand the Major Job Responsibilities for the position of Nursery Supervisor.	
If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.	
Signature	Date